

# POLICY AND PROCEDURES FOR PROBATION OFFICER

**DRUG COURT PROBATION OFFICER-** the Probation Officer will, document and have updated information regarding all participants progress in treatment, employment, housing, community service work, drug court fees, restitution, court costs, driving status, relapse history, and violation and sanction history. With this information, he/she will update the Drug Court Administrator as to the Defendants progress prior to the staffing of each defendant for court. Upon any violation the Probation Officer will immediately contact the Drug Court Administrator in order to insure prompt sanctions are applied as required by the Drug Court Judge. The Drug Court Probation Officer will also be responsible for reviewing all Probation and Re-Entry referrals. Presenting their findings on each referral at staffing and supplying the Drug Court Administrator with a copy of each Probation and Re-Entry referrals face sheet, SAR, PSI, Violation Reports and information regarding the referrals substance abuse history if not detailed in any of the above mentioned reports.

## **I. Referral procedures**

- A.** The Drug Court Probation Officer will be informed of all Diversion and Post Plea referrals by the Drug Court Administrator.
  - 1. Notification of Diversion and Post Plea referrals will be sent to the Drug Court Probation Officer by the Drug Court Administrator upon completion of the Drug Court assessment.
- B.** The Drug Court Probation Officer will be informed of all Probation and Re-Entry referrals through an order of probation or a request for Screening or Evaluation for Drug Court by the sentencing judge.

1. The Probation Officer is to review all DOC and Probation reports and meet with the referral if further information is needed concerning their appropriateness for participation in drug Court.
2. The Probation officer will identify which track the referral will be assigned. (ie Probation or Re-Entry)
3. Forward all DOC and Probation reports including a face sheet to the Drug Court Administrator and place on the next available Drug Court Docket for acceptance or denial

## **II. Assessment process**

**A.** The Drug Court Administrator is responsible for conducting the Initial Assessment for all Diversion and Post Plea referrals and will advise the Drug Court Probation Officer when a Diversion or Post Plea case is placed on the Drug Court Docket.

**B.** Probation Officer screening

1. A screening is required for all Re-Entry and Probation referrals .
2. The Probation Officer will give the referral an initial court date and all reports and Drug History must be completed and sent to the Drug Court Administrator prior to the assigned initial court date.
3. The Probation Officer Screening/Evaluation will consist of the following information.
  - i. Referrals first, middle and last name
  - ii. D.O.B.
  - iii. S.S.#
  - iv. employment info
  - v. driving status
  - vi. drug screen results
  - vii. criminal history
  - viii. personal history
  - ix. education
  - x. mental and physical health info
  - xi. drug history
  - xii. substance abuse treatment history
  - xiii. Referrals motivation for participation in Drug Court
  - xiv. Recommendation for defendants acceptance or denial
  - xv. All DOC reports
  - xvi. All Violation reports

## **III. Participation**

**A.** The Drug Court Probation Officer will.

1. maintain all information requested on the Drug Court status sheet
2. insure the information is updated and complete prior to staffing

3. recommend phase changes as participants' become eligible
4. notify the Drug Court Administrator and the participants Treatment Provider immediately of any problem (Arrests, Positive tests, no shows ect.) or participant requests (change of court date, out of county trips, out of state trips, weddings, funerals, ect.).

#### **IV. Acceptance or Denial**

- A. The Drug Court Team will review each prospective participant prior to acceptance or denial during the pre-court staffing.
- B. During the Team Staffing a presentation of the initial assessment for diversion and post plea participants will be provided and each team member will have an opportunity to voice their opinion.
- C. During the Team Staffing a presentation of all probation and re-entry referrals, the Drug Court Administrator, the Diversion Manager / Probation Officer and the Treatment provider assessments will be made and each team member will have an opportunity to voice their opinion
- D. The Drug Court Judge will have the final decision as to the defendant being accepted or denied Drug Court.
- E. If the defendant is denied Drug Court the criminal preceding will continue as normal.
- F. If the defendant is accepted the criminal case preceding will be stopped until the defendant graduates nor is terminated.

#### **V. Graduation**

- A. When a participant is scheduled for graduation the Probation Officer / Diversion Manager will insure that the defendant has completed all requirements of the Drug Court Program before the scheduled Graduation Date.

#### **VI. Termination**

- A. When a Diversion or Post Plea participant is terminated the Drug Court Judge will assign them the next available court date in the division they were assigned or had pled in.
  1. The Drug Court Diversion Manager will be sent a Discharge report and will have the drug Court case closed in the Probation office database.
- B. When A Probation or Re-Entry participant is terminated the Drug Court Judge will assign them the next available court date in the division they were convicted in.
  1. The Drug Court Probation Officer will write a probation violation and have the case closed in the probation office data base.

# CALLAWAY COUNTY DRUG COURT NOTICE OF DRUG COURT REFERRAL

To: \_\_\_\_\_

From : DRUG COURT

Defendant Name \_\_\_\_\_ Date \_\_\_\_\_

Sex \_\_\_\_\_ Race \_\_\_\_\_ SSN \_\_\_\_\_ DOB \_\_\_\_\_

PA referral Date \_\_\_\_\_ In Custody \_\_\_\_\_ Yes \_\_\_\_\_ No

Address \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Drug Court Case No. \_\_\_\_\_ CR Case No. \_\_\_\_\_

Charges:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The above named defendant has been referred by the Prosecuting Attorney's Office as a possible candidate for the Drug Court Program. The Initial Drug Court Assessment form has been completed.

The defendant's first Drug Court Appearance Date is \_\_\_\_\_.

Additional Information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Drug Court Administrator